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CHAIRPERSONS DESK



The year 2016 has been a great year. It has been a year full of happenings, experiences, learning & growing.

IASAP, Pune Chapter has continued to show good performance. The lectures have been well received and the festive spirits were high with Diwali Mela & Christmas celebrations on because of the immense enthusiasm of the members.

With an aim to continue & strengthen our performance, IASAP-Pune Core Committee assures to take the activities to the next level. It is easy to follow the same route. But the real success lies in for those who think out-of-the-box and do things differently. I truly believe that Pune Chapter can excel. Ladies, please continue contributing the way you have being to make our Chapter outshine. Let's continue to focus on this year's theme **"INNOVATE, INTIGRATE & MOTIVATE"** and forge ahead in the methodologies & technologies by adapting to change.

I would like to end with a famous quote of :

Zig Zaglar -"WHEN OBSTACLES ARISE, YOU CHANGE YOUR DIRECTION TO REACH YOUR GOAL. YOU DO NOT CHANGE YOUR DECISION TO GET THERE." This truly symbolizes the philosophy and culture of our profession.

Friends, as we near the end of this year and step into the New Year, lets embrace ourselves for newer & bigger challenges in 2017. Let's work together as one team to deliver the best.

THINK BIG - THINK LONG-TERM & THINK GLOBAL.

I take this opportunity of **WISHING ALL THE MEMBERS A VERY HAPPY, SUCCESSFUL AND PROSPEROUS NEW YEAR !**

I suggest one of your NEW YEAR RESOLUTIONS should be to attend all the monthly meetings & events of IASAP. It is not only with your whole hearted participation and co-operation that IASAP continues to be successful but also motivates the Managing Committee in organizing value-added programs just for you. **"In Team Work lies our Strength and IASAP's brighter future".**

JASMINE JOGI - Chairperson, Pune Chapter

EDITOR'S DESK



Christmas - A great time to reflect on the year that has passed. May you look upon your year with gratitude for all you have enjoyed and achieved? May you learn the lesson from all your hardships and may you have strength and wisdom to face the year ahead.

It's time to change the calendars and finalize your plans for the coming year. The beginning of the calendar year is at its heart a fantasy of newness and clean slates—of the chance to do things differently and with more attention to purpose.

How will you approach the challenges and opportunities?

In reality, it's also one of the most challenging times of year for many of us, as we return from holidays and fly straight into the plate-glass window of an overfull schedule. It looks a lot like excitement, but ultimately, you're consumed.

Have a blessed love filled year with your family!

Happy New Year!



We invite our members to come forward and enroll themselves for the forthcoming APA Contest to be held in Aug. 2017. Grab this opportunity and you will have no regrets. We look forward to your participation and assure you of our all time support. Just take one step forward. We shall strive together to see you as a WINNER at the NATIONAL LEVEL.

Given below is the flyer of 15th National Convention, to be held in Mumbai from Friday, 29th September 2017 to Monday 2nd October 2017 at Taj Santacruz, Mumbai, organised by IASAP, Mumbai HQ.

The E-Brochure mentioning Convention Fees, the details of respective sessions and Registration Form, will be forwarded in February/March 2017, once the details are finalised. In the meanwhile, get started !!!

IASAP
Estd. 1970

**Indian Association of Secretaries &
Administrative Professionals**

Invites you to the

15th National Convention,

Theme
Excellence Beyond Boundaries

to be held at

TAJ
SANTACRUZ
MUMBAI

Dates
Friday 29th September 2017
to
Monday 2nd October 2017

Please Register at The Earliest to Avoid Disappointment
(Pl register ASAP to avail of current low air fares)



DIWALI FEST

In the month of October IASAP organised a Diwali Mela for the members which was held at the Komda Agiary Hall.

The mela had Stalls like Photo corner, Tatoo, Tarot reading, Nail art, clothes, chocolates and cakes, beauty products and a stall of hand craft things made by members of Sahara Alhad an NGO and Bharat Forge Community Hall.

Lucky draw and Games were organised for the members and gifts like hotel meal voucher for two, Wall clocks from CT Pundol, Fruit Platter from USP Collection, Gifts sponsored by Archies and Star Bazaar.

There were live food stalls of different chats - SPDP, Bhel, Pani puri and Pasta which the members enjoyed and relished on.

Members were also gifted with Goodie bags which consisted of Sweet Box from Joshi Sweets and Suhana - Cuppa Poha (anytime snack) from Pravin Masale.

All in all a great event attended, enjoyed and appreciated by all the members.







NOVEMBER 2016

November monthly lecture was on “Empowering Women with Keys to Financial Planning” by **Shaily Shah** from **Jivisha Planners & Invest Mentors**.

She was to talk on understanding money matters better.

The lecture was scheduled on Saturday 26th Nov. 2016 at **Vivanta by Taj** from 7.00 - 8.30 p.m. but was unfortunately cancelled on account of extremely poor response.

Funky Brainteaser

Unscramble

You've done word scrambles before, but for some reason people find this one particularly difficult.

Can you work with the following letters to spell a 10-letter English word?

TTNENUMROA





Personality Traits of a Great Leader



If you want to be a leader who attracts quality people, the key is to become a person of quality yourself. Leadership is the ability to attract someone to the gifts, skills and opportunities you offer as an owner, as a manager, as a parent. Jim Rohn calls leadership the great challenge of life.

What's important in leadership is refining your skills. All great leaders keep working on themselves until they become effective. Here's how:

1. Learn to be strong but not impolite :

It is an extra step you must take to become a powerful, capable leader with a wide range of reach. Some people mistake rudeness for strength. It's not even a good substitute.

2. Learn to be kind but not weak :

We must not mistake weakness for kindness. Kindness isn't weak. Kindness is a certain type of strength. We must be kind enough to tell someone the truth. We must be kind enough and considerate enough to lay it on the line. We must be kind enough to tell it like it is and not deal in delusion.

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3. Learn to be bold but not a bully :

It takes boldness to win the day. To build your influence, you've got to walk in front of your group. You've got to be willing to take the first arrow, tackle the first problem, discover the first sign of trouble. Like the farmer, if you want any rewards at harvest time, you have got to be bold and face the weeds and the rain and the bugs straight on. You've got to seize the moment.

4. Learn to be humble but not timid :

You can't get to the high life by being timid. Some people mistake timidity for humility. But humility is a virtue; timidity is a disease. It's an affliction. It can be cured, but it is a problem. Humility is almost a God-like word—a sense of awe, a sense of wonder, an awareness of the human soul and spirit, an understanding that there is something unique about the human drama versus the rest of life. Humility is a grasp of the distance between us and the stars, yet having the feeling that we're part of the stars.

5. Learn to be proud but not arrogant :

It takes pride to build your ambitions. It takes pride in your community. It takes pride in a cause, in accomplishment. But the key to becoming a good leader is to be proud without being arrogant. Do you know the worst kind of arrogance? Arrogance from ignorance. It's intolerable. If someone is smart and arrogant, we can tolerate that. But if someone is ignorant and arrogant, that's just too much to take.

6. Learn to develop humor without folly :

In leadership, we learn that it's OK to be witty but not silly; fun but not foolish.

7. Learn to deal in realities :

Deal in truth. Save yourself the agony of delusion. Just accept life as it is—the whole drama of life. It's fascinating.

Life is unique. Leadership is unique. The skills that work well for one leader may not work at all for another. However, the fundamental skills of leadership can be adopted to work well for just about everyone at work, in the community and at home.

**DECEMBER 2016**

CHRISTMAS PARTY

It's Christmas time again and it's that time of the year when we are all set to party. As always, IASAP planed a Christmas Party.

This year, the theme for the party was "Pink with White or Black". The party was at Celebration Hall, Zaika Restaurant, M G Road, Pune on Saturday 17th December, 2016, 7pm onwards.

The party had a mix of fun, frolic, games dance and prizes for winners. The Buffet spread consisted of Soup, pizza, Tawa Pulav and much more.

The Chairperson welcomed everyone and thanked them for joining the Party. The Committee ensured that everyone participated in the games and made sure all had a fantastic time. The party began with some games followed by Christmas Carols along with Pearl on Casio and Santa coming in.

A number of the members danced to the beat of some nice music. The highlight of the evening was our Santa all lively and bubbling with energy to keep the crowd excited.

The Party ended with all happy and excited in mood of celebration for the season.







Top 10 tips to beat the Monday Morning Blues

The weekend is over, the working 9-5 begins and we all know how difficult Monday mornings are. Monday comes after a weekend of relaxing or going out with friends and the prospect of sitting in an office for what seems like endless hours puts you in a down mood.

Here are some tips to help you get through Monday and beat those Monday morning blues;

1. **Be Prepared:** Prepare everything that you will need on Monday the night before, then there is no hassle and you can just fly out of the door.
2. **Rise and Shine:** Over the weekend we get out of our routine and have that extra hour or two in bed, this makes waking up on Monday morning particularly difficult. Give yourself time to get ready in the morning wake up an extra half an hour earlier and take your time; feeling rushed will increase anxiety and lead a difficult day.
3. **Leave it cold:** Don't programme the heating to come on in the morning, being warm and comfortable means you are less likely to get out of bed. The shock of the crisp morning will wake you up and motivate you to get warm and ready for the day ahead.



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4. **Hydrate:** Go to bed with a glass of water on your side table (or equivalent) and as soon as you wake up drink it, this will make sure you are hydrating your body after sleeping.

5. **Try Exercise:** Throw some exercise into your morning, do some yoga or a quick ten mins stretches. It gets you motivated and moving for the day. This will loosen up your body after sleep and make you feel more awake.



6. **Breakfast:** The most important meal of the day, keep it simple, a bowl of cereal or a quick boil in the pot porridge add some fruit to bring in flavour.

7. **Feel Fabulous:** Treat yourself with a hot shower and take your time getting ready, make sure you feel comfortable and more importantly feel fabulous. This will increase your mood & make your Monday seem like a walk in the park.



8. **Take a deep breath:** When you get to work take a minute to acclimatise, take a deep breath and start the day!

9. **Break up the day:** To make the day not seem as long plan your breaks, don't go for your dinner at twelve instead go at one or even half past! This is closer to that end of the day 5pm and will make time seem to pass quicker.

10. **Stay Hydrated:** Keep yourself hydrated throughout the day, Drink plenty of water to fuel your brain and keep that sluggishness away!



Tip: Get a water bottle and mark timings on it, these act as little goals eg. Middle of the bottle; drink this much by 1200.

Stay Motivated All Year Long



The buzz of the New Year triggers happy chemicals in your brain as you are motivated and pumped up about your future goals. During the first few weeks you may find yourself focused, excited and energised. Positive the change is going to last. Unfortunately its then common to experience the 'lull'. As the adrenaline starts to wane so does your motivation. Soon you are witnessing old habits creep back in to your daily lives. Deflated, you may feel resigned to never making the change you so dearly crave.

New Years Resolutions or goals are as much a curse as they are a cure for creating the life you want. By not setting yourself up for success you could damage your self esteem and confidence. There is a practical level which must be fulfilled to achieve your goal. Ask yourself the following questions every month to reset your goals or resolutions for the year. This way you will keep them fresh and energised. Remember, it's okay to change them as they evolve over the year.



1. Is this goal really specific to the point that you will know explicitly when you have completed it. For example, if it is a health goal do you know specifically what healthy diet you wish to be following on a weekly basis?
2. Do you have clear measurements in place to ensure you can stay on track to achieve your goal? These are like base camps to check-in on your progress.

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3. Is your goal achievable under current circumstances? If not, what other changes need to take place and does it involve anyone else? Are they on board with these changes? E.G. if you want to train for a marathon but you are the cook in your household do you need to enrol someone else to cover the meal times while you are in training? Or if you have never run a marathon before is it achievable to run a full one first or better to start with a half marathon?
4. Make sure you place a time-frame on your goal. It's not going to happen if it sits in the 'some day, if only' mindset. Create specific dates when you want things completed by in order to achieve the goal.
5. Get a goal buddy. Ask someone to hold you accountable to your word. It's different to say you are going to do something to yourself compared to another person. Get the support around you that will keep you on track.



6. Have fun, goals are meant to draw you towards them because they inspire and cajole you into being a better person. Make sure your goal truly portrays the positive essence of who you will become once you have achieved it.
7. And finally, be kind to yourself. By creating a wealth of kindness, compassion and love for yourself it will be easier to stay motivated because you are working in alignment with your higher self, a powerful source of inspiration.

My First experience on running a Marathon – By Beroze Divecha

Hi, Friends,

Wishing you all A Very Happy Merry Christmas & Happy New Year 2017.

I truly believe there is no age bar for a start-up in any area. My inspiration to run a Marathon came at this age from none other than my very good friend and our very own IASAP member - Gracy D'souza. When we were walking through Bangalore Airport after attending the IASAP Bangalore Convention, during the general catch up she mentioned on how running in a Marathon had changed her life. I had not thought about it seriously then. But later both Gracy & my sister Persis insisted that I should take some time out from my busy routine and experience running in a Marathon.

Although I have been regular with my morning walks, I hadn't run much in a long time. Of course during my school days, I had been an avid runner & had also won trophies for the 100, 200 & 400 mtrs relay races.

When I heard about **PUNE RUNNING**, a non-profit organization Dedicated to the cause of health & fitness, I said to myself, no excuse can stop you, just march ahead. It's never too late.

My 1st Marathon of 10 Kms was "**PUNE RUNNING BEYOND MYSELF RUN 2015**" on Oct. 11th 2015 & that was a turning point for me.

At that point of time, I didn't think I could muster 10 Km. run & I wasn't sure how it was going to work out too. But with thorough passion & determination I decided to take up the challenge. I started off with just 20 minutes of running & walking for a week and increased it gradually by 10 more minutes. I remained consistent, followed my practices meticulously & trained myself with the routine rigorously. This boosted my confidence and soon I realized that I was ready for the run.



My 2nd Marathon of 10 kms was “PUNE PINKATHON” on 13th Nov 2016 and my 3rd Marathon the “PUNE RUNNING (LSOY) LAST SUNDAY OF THE YEAR 2016” held on 25th Dec. 2016 at 06.00a.m. I wasn't nervous but was relaxed and excited. Once the run began, I realized I didn't have to push myself & kept running along with the others. The crowd cheered and very soon I reached the finish line in just 80 mins. This was indeed an exhilarating moment. It was a mix feeling of an amazing sense of completion, satisfaction, pride, self-confidence, happiness & exhaustion all in one. It was really one of the best experiences in my life.



Wow ! I had done it !!! this was a proud moment not only for myself but for my family & friends who have encouraged me all throughout.

Friends, the most important thing I have learnt from this is that if you are focused and have set your goals no one can stop you from reaching there. A Marathon is not just a running event but a celebration of community & commitment. Ladies, if I could do it at this age, so can you. Believe me, it's real fun & a sustaining experience too.

**Proudest moment in our life is to
bring a new life in this world!**

CONGRATULATIONS.....

Zeena Naik on the birth of the little Prince.

Get ready for lots of laughter and loud cries,
big hugs and sleepless nights!

A new baby is the beginning of all things – a
wonder, hope, a dream of possibilities.

God Bless!!!!



**BIRTHDAYS IN JANUARY**

Kalpna Shetty	1st
Nilima Deshpande	4th
Gomathy Gopalkrishnan	9th
Jaya Lingham	11th
Navaz Kais	11th
Jeroo Tarapore	13th
Clara Jagallo	18th
Manjusha Pillai	18th
Hemlata Aravandekar	19th
Subhangi Patole	21st
Daisy Mehta	22nd
Radha Nair	23rd
Prema Karki	23rd
Katy Gurjal	23rd
Aarti Shah	25th
Parna Banerjee	31st

BIRTHDAYS IN MARCH

Prapti Deshpande	1st
Vidya Israni	1st
Mithoo Wadia	3rd
Akriti Kapoor	3rd
Uma Nandedkar	4th
Sarita Virmani	5th
Baktawar Battiwalla	6th
Joanna Fernandes	7th
Saradha Krishnamurthy	8th
Anita Dixit	8th
Agnes Rapheal	9th
Ekta Gurnani	17th
Victoria Dias	23rd
Pushpa Desai	23rd
Merlyn Woolger	24th
Zohra Poonawalla	24th
Beatrice Menezes	27th

BIRTHDAYS IN FEBRUARY

Rachel Pereira	1st
Binita Dedia	4th
Thankam Nair	6th
Payal Doshi	13th
Maria Romel	19th
Melany Carvalho	20th
Shweta Naik	23rd
Swarnalata Soans	25th
Annabella Salis	26th